



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR APPLICATION # 34339-09617
AMENDMENT # 1
FOR ANIMAL FRIENDLY SPAY/NEUTER FUNDING
OPPORTUNITY**

DATE: MAY 5, 2016

RFA # 34339-09617 IS AMENDED AS FOLLOWS:

1. This RFA Schedule of Events updates and confirms scheduled RFA dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (dates are state business days)
1. RFA Issued		CONFIRMED
2. Pre-Response Teleconference	10:00 a.m.	CONFIRMED
3. "Written Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
4. State Responds to "Written Questions & Comments"		May 5, 2016
5. Deadline for Applications	2:00 p.m.	May 12, 2016
6. Evaluation Notice Released	2:00 p.m.	May 18, 2016
7. Contractor Signature Deadline		June 15, 2016
8. Estimated Effective Start Date of Contract		July 1, 2016

2. State responses to questions and comments in the table below amend and clarify this RFA.

Any restatement of RFA text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFA document.

QUESTION / COMMENT	STATE RESPONSE
1 How do I submit the Application online?	Open the Funding Opportunities website http://tn.gov/health/article/funding-opportunities . Please open the Application, ACH form, and W9 form by clicking on the DOWNLOAD HERE button. You will fill out the documents and save to your computer. You will then go back to the Funding Opportunities website at http://tn.gov/health/article/funding-opportunities and click on the red button Click Here to Upload. You will complete the short form, click on the Browse button under Upload attachments, find the file and

QUESTION / COMMENT	STATE RESPONSE
	click on the file to upload and then click open. It has now attached the file. There are two other boxes for Upload other for any other attachments.
2 How do I complete the Digital Signature?	Left click in the signature box and a Sign Document screen will come up. If you already have a digital signature set up, you will enter your password and click sign. A Save in screen will pop up for you to save the signed document. If you do not already have a digital signature, it will prompt you to set up an account and sign the document. You will click on A new digital ID. Then click on Next. You will then choose New PKCS#12 digital ID File or Windows Certificate Store and then click Next. Complete the information for signature and then click Next. Screen will show file location and create password. Enter password again and click Finish. Enter password and click sign.
3 If I have problems with digital signatures, please confirm that I can upload all application documents that have been scanned & converted to pdf file - including those manually signed with blue ink.	You can print, sign, scan and upload the documents as a PDF file.
4 If we use a private vet/clinic for all S/N services and already have negotiated discount prices for these services, do we include those prices or what the vet would charge a regular paying client?	Use the discounted prices.
5 I am confused on the Invoice-What exactly do I do with this?	If you are awarded a grant, the invoice is what you submit to the State for payment after the surgeries take place. You will submit an invoice with proof of procedures performed. Any procedure performed before the contract start date will not be approved for payment. If you submit an invoice after your award has been depleted, that invoice will not be paid. The grant is a cost reimbursement.
6 How do I submit the invoice for payment?	The invoice and documentation including the name of the owner can be emailed or mailed to the contact shown in Section C.5. of the contract.
7 Are attachments 6 & 7 which refer to Notice of Audit report and Parent Child information apply to Animal Friendly Grant and need to be filled out.	In the GR contract, Attachments 5, 6 and 7 do not apply to Animal Friendly. In the GG contract, Attachments 5 and 6 do not apply to Animal Friendly.
8 Will the State pay more than the contracted rate for a procedure performed on a larger dog?	No. The State will not pay more than the contracted rate for a procedure on a larger dog. The amount you submit on your application is the maximum amount you will receive per procedure.
9 Can a feral cat receive spay or neuter procedures with these funds?	No.
10 Can a dog or cat while in a shelter or foster situation be spayed or neutered?	No. All animals must be owned or adopted by owners living in Tennessee.

3. **RFA Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFA not expressly amended herein shall remain in full force and effect.